

# MACQUARIE UNIVERSITY STUDENT ADVISORY BOARD

Minutes of a meeting of the Student Advisory Board (SAB) held at 6.17pm on the 28 May 2015 in the Council Room, E11A Building, Macquarie University.

<b>PRESENT:</b>	Fiona Reed (Chair) Kieren Ash Shantell Bailey Alistair Booth Andrew Brennan Elizabeth Carter Harry Dang	Tung Dinh Lachlan Greenberg Gabrielle Hardy Janson Lim Lachlan McGrath Jacqueline Olling Eleanor Sanderson	Sherry Shi Alisha Sial Ryan Thalari Freya Wadlow Cheryl Ware Yi Wong David Yao Timothy Zhang
<b>APOLOGIES:</b>	Jeremey Gunter Simon Populin	Jinji Kong	Chui-Ann Lee

**ABSENT:** Anna Glen

**IN ATTENDANCE:** Craig Oliver, Director Campus Life

**SECRETARIAT:** Amanda Phelps, University Committee Secretary  
Air Sinthawalai, Governance Officer

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## 1. MEETING OPENING

### 1.1 WELCOME, QUORUM AND APOLOGIES

The Chair welcomed and congratulated members on their attendance at the first meeting of the new Student Advisory Board (SAB) membership term. The Chair noted that apologies had been received from Jeremey Gunter, Jinji Kong, Chui-Ann Lee and Simon Populin. The Chair noted that in addition to the members Craig Oliver, Director Campus Life and Air Sinthawalai, Governance Officer were in attendance.

The Chair requested that all members sign and return the consent to be a SAB member form. The consent form acknowledges that each member has received, read and understood the Student Advisory Board constitution and the SAB Charter and agrees to be bound by them.

The Chair confirmed that a quorum has been achieved.

### 1.2 DECLARATIONS OF INTEREST

There were no declarations of interest.

### 1.3 CONFIRMATION OF MINUTES

The minutes of the meeting of 23 April 2015 were accepted as read.

### 1.3.1 BUSINESS ARISING FROM THE MINUTES

Discussion of this item was deferred.

## 2. AGENDA ITEMS FOR DISCUSSION

### 2.1 PROCEDURAL MATTERS

The Chair spoke to the following procedural matters that required consideration by the members at their first meeting:

- Student Advisory Board meetings

- Preferred day and time.

The members were encouraged to complete and return the meeting preference form that had been circulated by the Board Secretary. The Chair noted that meetings held of an evening were generally accessible by most Board members, with the meetings in the past usually being held on a Wednesday or Thursday evening.

The Board noted their preference to review the meeting day and time at the start of each new semester.

- Frequency

The Chair highlighted that the SAB Constitution (Schedule 4 – 1.2(a)) requires the SAB to meet at least twice in each of the first two sessions. The Chair noted that examination commences on Tuesday 9 June until 26 June 2015 followed by a session break commencing on 29 June until session 2 commences on Monday 27 July 2015.

Prior to the commencement of the new membership term the following two tentative SAB meeting dates had already been scheduled for 2015:

- Thursday 20 August from 5:30 – 7:30 pm
- Thursday 22 October from 5:30 – 7:30 pm

The Chair sought comment from the Board regarding the number of meetings they require and some members commented that they were undertaking PACE units during the upcoming session break and would be overseas.

The members had a general discussion about the frequency of meetings and indicated a preference for monthly meetings. A suggestion was also made that meetings could be held on alternating days of the week with a request that a review of the day of the meeting is conducted prior to start of each new session.

The Chair noted that according to the SAB constitution the agenda and relevant materials are to be provided no later than five working days prior the scheduled meeting date.

The Chair took the opportunity to highlight to the members that absence from two consecutive meetings of SAB may result in the automatic vacancy of

office.

The members considered if a further SAB meeting should be held prior to induction retreat tentatively scheduled for early July 2015 and noted the importance of having a full understanding of the roles and responsibilities before holding another meeting.

A vote was called for and 18 out of 21 members voted to delay a further meeting of the SAB until after the SAB induction retreat.

RESOLVED:

The Board to delay holding a further meeting the Student Advisory Board until after the Induction retreat has been held.

- Creation of SAB subcommittees

The Chair spoke to the types of subcommittees of SAB that had been created by the previous SAB, including the Budget Committee, Marketing and Communications Committee, Charter Review Committee, Disability Committee and the Club Societies Funding Committee. With the new SAB constitution the role of the Clubs and Societies Funding Committee would primarily be replaced by the Major Student Organisation (MSO) subcommittee.

The Chair invited comments from the Board on the subcommittees they wanted created, highlighting the role of the subcommittees with membership being drawn from the current SAB members. It was also clarified by the Chair that the absence of a subcommittee did not exclude a specific topic being discussed, but was a way in which to guide the routine discussion points of the SAB.

The Chair requested feedback from the Board regarding the types of subcommittees that would be required.

ACTION:

Governance Services to obtain feedback from members regarding the types of subcommittees required and membership.

- Student Experience Committee Membership

The Chair noted that two members of the Board are to be elected from the current membership of the SAB for the Student Experience Committee of Council and sought feedback from the members regarding the approach to be taken for an election of these members.

It was proposed that nominations would be received and circulated to the Board with an election to be held through iLearn community page in order to hold election prior to the next Student Experience Committee meeting. The Board was advised that the next meeting of the Student Experience Committee will take place on 28 July 2015.

The Chair suggested that specific Student Experience Committee meeting information, including the remaining 2015 meeting dates be circulated to the

Board by Governance Services.

The Board suggested that voting for these two members could be held via the iLearn community page.

**ACTION:**

The Board Secretary to provide a list of draft 2015 meeting dates to members, incorporating the feedback provided by members on meeting day, date and time.

**ACTION:**

The Board Secretary to circulate information in relation to the Student Experience Committee and outline process and timeline for nominations and elections. Nominations to be submitted to the Board Secretary and elections to be completed by 17 July (i.e. approximately a week prior to the Student Experience Committee board meeting).

## **MAJOR STUDENT ORGANISATION (MSO)**

### **2.2.1 MEMBERSHIP**

The list of current members of the Major Student Organisation (MSO) was noted.

### **2.2.2 DRAFT TERMS OF REFERENCE**

**RESOLVED:**

The Student Advisory Board unanimously approved the Major Student Organisation (MSO) Terms of Reference.

### **2.2.3 MEETING FREQUENCY**

The Chair referred to the two representatives from the Major Student Organisation (MSO) who are members of the SAB, noting that only one of the two MSO members was in attendance at this meeting.

The Board suggested that the MSO representative to the SAB liaise with the MSO committee members to establish the MSO meeting dates after the SAB meeting dates for 2015 have been arranged.

**RESOLVED:**

The Student Advisory Board resolved that a meeting of the Major Student Organisation (MSO) should occur prior to each Student Advisory Board meeting.

## **2.3 STUDENT ADVISORY BOARD INDUCTION PROGRAM**

Craig Oliver spoke to the submitted paper and provided an overview of the 2015 Student Advisory Board Induction Program, noting that the first event in a series of three; the Vice-Chancellor's welcome event had been held immediately prior to this meeting.

The next event is scheduled to occur on Wednesday 3 June 2015 and will provide guidance on how to submit Agenda papers and the benefits associated with SAB

membership.

The final phase of the Induction Program is a planned two day off-site retreat and includes a strategic planning session, speakers from members of the Executive Group and the development of short, medium and long term SAB goals and priorities. The retreat tentatively planned for 9 and 10 July 2015 was proposed to move to dates in the week commencing 20 July.

Craig Oliver called for members to participate in a subcommittee to help create the SAB retreat Program. The discussion then turned to the arrangements for the scheduling of the two day retreat and the majority of members indicated that they would not be available in the week of 20 July and proposed that the retreat be held on a weekend.

A vote was called for and the majority of members indicated that they would be available to attend the off-site retreat on 1 and 2 August, noting the second preference for the 25 and 26 July. It was noted that matters discussed at the off-site retreat would be reported back to the first SAB meeting held after the retreat.

**RESOLVED:**

The Board resolved that the preferred dates of the off-site retreat after 1 and 2 August, with the second preferred option being 25 and 26 July 2015.

The following Board members volunteered to be participate in the development of the SAB retreat Program and their names will be provided to Craig Oliver:

- Alisha Sial
- Andrew Brennan
- Jacqueline Olling
- Ryan Thalari
- Sherry Shi
- Yi Wong
- Gabrielle Hardy

## **2.4 DEPUTY VICE-CHANCELLOR (STUDENTS & REGISTRAR) PORTFOLIO REVIEW**

Craig Oliver spoke to his submitted paper and provided background on the Deputy Vice-Chancellor (Students & Registrar) portfolio review. A request for volunteers to participate in an interview with the review panel on Friday 3 July 2015 from 11:30 am – 12:15 pm was made.

The following five members volunteered to be available on Friday 3 July 2015 to participate in the review and their names will be provided to Craig Oliver:

- Keiren Ash
- Jacqueline Olling
- Ryan Thalari
- Alistair Booth
- Andrew Brennan
- Gabrielle Hardy

### 3. OTHER BUSINESS

The Chair noted the receipt of the following two late papers from Board members that were tabled at the meeting:

- Paper 1 submitted by David Yao, regarding a request for the introduction of SAB business cards for SAB representatives.
- Paper 2 submitted by Janson Lim, regarding a request for the creation of a working committee for the upcoming International Students Careers Fair.

The Chair noted her preference against accepting late Agenda papers, but noted that there is scope for some flexibility.

David Yao spoke to his tabled paper and provided an explanation for the request. The Chair noted that there remain ongoing discussions regarding the SAB logo that will be considered at the next SAB meeting which have an impact on this request. The Chair provided some background on the stages of development of the SAB logo for the benefit of new members.

This item to return to the next meeting of the SAB.

Janson Lim spoke to his tabled paper and sought assistance from fellow SAB members to assist in the development of an International Students Career Fair.

The following members volunteered to assist Janson:

- Alisha Sial
- David Yao
- Eleanor Sanderson
- Sherry Shi

The Chair noted that a request for funding of this project could be considered at a future SAB meeting if a proposal was submitted and invited a further paper on this topic at the next meeting when scheduled.

Eleanor Sanderson departed the meeting at 7:37pm.

Lachlan McGrath spoke to a paper he had circulated to members via email regarding gender inclusive bathrooms. It became apparent during discussions that not all SAB members; nor had the Chair or Board Secretary had been provided with a copy of this paper. The Board were given the opportunity to defer the consideration of this paper on this basis but the Board were happy to discuss and consider.

The proposed location of the gender inclusive bathroom is to be in close proximity to the bathrooms located near the Queerspace location on campus. Lachlan confirmed that he has engaged in stakeholder consultation but had not yet spoken with a representative from Property and Facilities regarding this proposal and wanted to obtain the support from SAB before doing so.

**RESOLVED:**

The Board provided unanimous support in principle for the development and establishment of a gender inclusive bathroom and recommended beginning to liaise with Property and Facilities to move this project forward.

Lachlan requested forming a subcommittee to liaise with Property and Facilities and other university stakeholders, such as Equity and Diversity to assist with a detailed paper for consideration at a future meeting of SAB.

The following members volunteered to become involved in a Gender Inclusive bathroom subcommittee with Lachlan McGrath:

- Jacqueline Olling
- Freya Wadlow
- Timothy Zhang
- Kieren Ash
- Alisha Sial
- Harry Dang
- Sherry Shi
- Yi Wong

Janson Lim agreed as one of the three members of the previous SAB who have sought to continue their membership term to invite new members to the existing Facebook page.

**4. MEETING CLOSE**

There being no further business the meeting was closed at 8:00 pm.

**5. NEXT MEETING**

The date and time of the next meeting will be determined by the Board Secretary after analysis of the meeting date and time feedback provided by members at the meeting.

**CONFIRMED** as a true record

**MS FIONA REED  
CHAIR**